

PURCHASING

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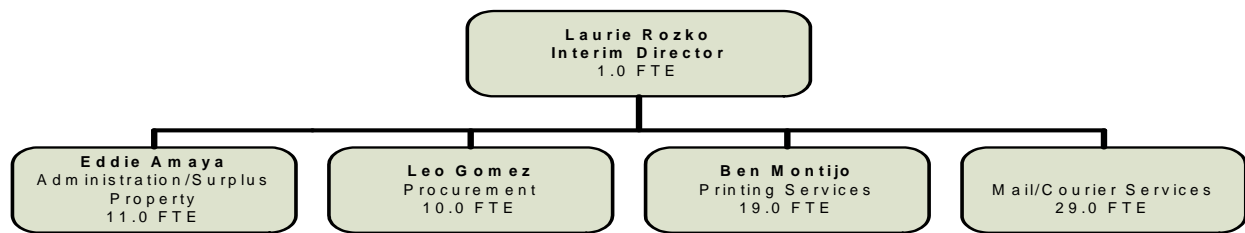
MISSION STATEMENT

The Purchasing Department is dedicated to managing for our customers the most cost-effective and efficient procurement of quality goods and services in support of the County of San Bernardino mission and goals. We will accomplish this through exceptional customer service, innovative processes, and sound business practices.

STRATEGIC GOALS

1. Expand the Purchasing Training Program for Procurement and Internal Service Fund Policies and procedures to ensure quality customer service.
2. Enhance the quality of service for departments by increasing the number of Buyers that earns the C.P.M. accreditation within the Purchasing Department.
3. Promote efficiency by streamlining the Request for Proposal (RFP) process for county departments.
4. Initiate savings by implementing the County Travel Website for county business travel.
5. Enhance revenue streams by increasing County Surplus Property Sales.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

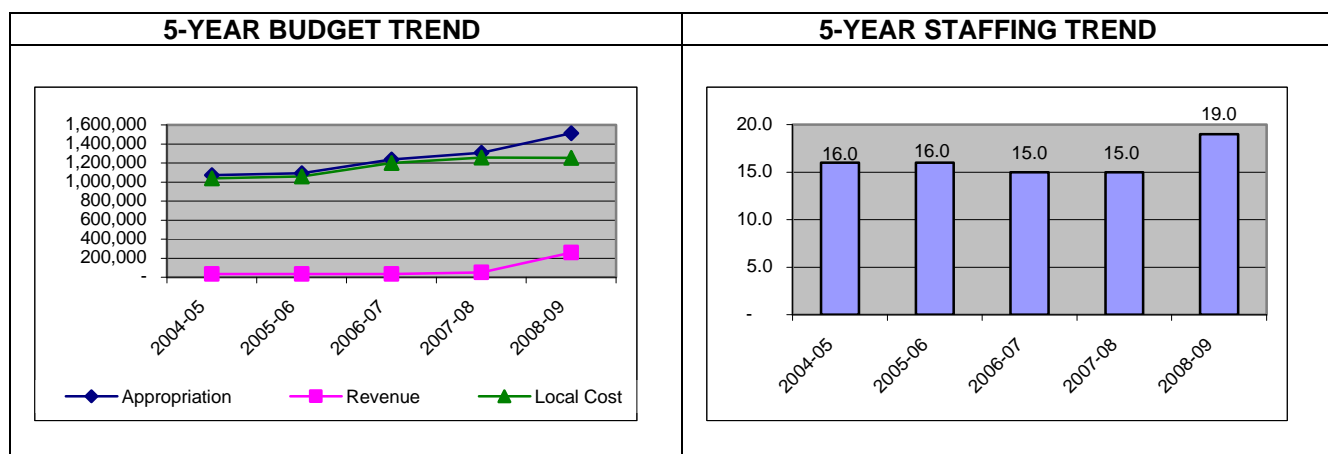
	2008-09				
	Operating Exp/ Appropriation	Revenue	Local Cost	Revenue Over/ (Under) Exp	Staffing
General Fund					
Purchasing	1,512,604	259,964	1,252,640		19.0
Total General Fund	1,512,604	259,964	1,252,640		19.0
Internal Service Funds					
Printing Services	4,148,499	4,159,689		11,190	19.0
Surplus Property and Storage Operations	367,700	372,700		5,000	3.0
Mail/Courier Services	7,384,760	7,386,411		1,651	29.0
Total Internal Service Funds	11,900,959	11,918,800		17,841	51.0
Total - All Funds	13,413,563	12,178,764	1,252,640	31,103	70.0

DESCRIPTION OF MAJOR SERVICES

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by county departments and Board-governed districts. The department facilitates the procurement process, administers contracts, promotes cost-saving cooperative purchasing initiatives, and oversees programs such as CAL-Card procurement cards and next-day delivery of office supplies throughout the county. In addition, we provide in-house services such as comprehensive mail services, printing and graphics design, and disposition of surplus property through three internal service programs (Mail/Courier Services, Printing Services, and Surplus Property and Storage Operations).

The Purchasing Department strives to provide outstanding service to all customers by acting with integrity; locating sources for quality products with reasonable prices and timely deliveries; offering progressive services and the effective use of automation; giving all willing vendors the opportunity to provide pricing on their products and services in a fair, open, and competitive environment; and by treating each department, employee, and vendor with respect and understanding. By meeting these objectives, the department fulfills the purchasing obligation and legal requirements of the San Bernardino County.

BUDGET HISTORY

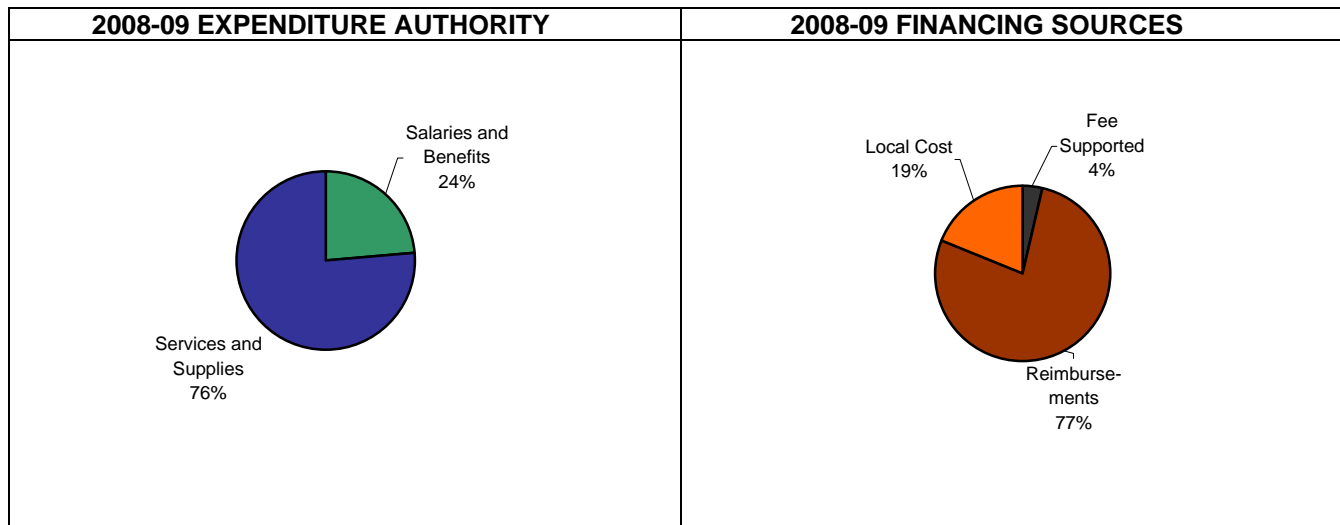


PERFORMANCE HISTORY

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Modified Budget	2007-08 Estimate
Appropriation	1,045,091	1,113,255	1,265,411	1,307,588	1,267,793
Departmental Revenue	38,293	38,755	65,060	50,000	81,924
Local Cost	1,006,798	1,074,500	1,200,351	1,257,588	1,185,869
Budgeted Staffing				15.0	

Appropriation in 2007-08 is less than modified budget due to salary savings, and departmental revenue is greater than anticipated due to increased revenue from surplus property sales.

ANALYSIS OF PROPOSED BUDGET



GROUP: Administrative/Executive
DEPARTMENT: Purchasing
FUND: General

BUDGET UNIT: AAA PUR
FUNCTION: General
ACTIVITY: Finance

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Estimate	2007-08 Final Budget	2008-09 Proposed Budget	Change From 2007-08 Final Budget
Appropriation							
Salaries and Benefits	1,137,450	1,167,204	1,226,020	1,357,340	1,390,894	1,580,313	189,419
Services and Supplies	91,365	107,323	149,498	83,337	83,994	5,076,381	4,992,387
Central Computer	16,683	18,694	20,762	26,861	26,861	26,990	129
Travel	-	-	-	-	-	6,000	6,000
Other Charges	728	420	104	-	-	-	-
Equipment	-	-	9,214	-	-	-	-
L/P Struct/Equip/Vehicles	6,052	-	4,981	-	-	-	-
Transfers	3,432	3,233	4,105	3,874	9,458	12,559	3,101
Total Exp Authority	1,255,710	1,296,874	1,414,684	1,471,412	1,511,207	6,702,243	5,191,036
Reimbursements	(210,619)	(183,619)	(149,273)	(203,619)	(203,619)	(5,189,639)	(4,986,020)
Total Appropriation	1,045,091	1,113,255	1,265,411	1,267,793	1,307,588	1,512,604	205,016
Departmental Revenue							
State, Fed or Gov't Aid	2,249	1,182	-	1,735	-	-	-
Current Services	-	24	11	(541)	-	234,964	234,964
Other Revenue	36,035	37,528	65,049	80,730	50,000	25,000	(25,000)
Other Financing Sources	9	21	-	-	-	-	-
Total Revenue	38,293	38,755	65,060	81,924	50,000	259,964	209,964
Local Cost	1,006,798	1,074,500	1,200,351	1,185,869	1,257,588	1,252,640	(4,948)
Budgeted Staffing					15.0	19.0	4.0

Salaries and benefits of \$1,580,313 fund 19.0 budgeted positions and are increasing by \$189,419, primarily due to the transfer of 2.0 Office Assistant II positions and 1.0 Fiscal Assistant from other divisions (internal service funds), and the addition of 1.0 Staff Analyst II due to workload requirements related to program administration and fiscal management. The department is seeking a reclassification of 1.0 Office Assistant II to an Office Assistant III due to the increase in responsibilities as a result of performing additional functions related to the support of all internal service divisions and newly acquired administrative functions.

Services and supplies of \$5,076,381 includes office supplies, equipment maintenance, presort and packing and printing charges. The increase of \$4,992,387 represents the purchase of office supplies on behalf of county departments which was previously accounted for in one of Purchasing's internal service funds.

Transfers of \$12,559 include \$5,500 for facility maintenance, \$3,603 for office supplies, and mandated EH&P charges of \$3,456.

Reimbursements of \$5,189,639 represent payments of \$5,000,000 from departments for office supplies, and \$189,639 from internal service funds for administrative support.

Departmental revenue of \$259,964 represent \$234,964 from proceeds for administering consolidated billing of office supplies, and \$25,000 for CAL-Card purchase rebates.

PERFORMANCE MEASURES				
Description of Performance Measure	2006-07 Actual	2007-08 Projected	2007-08 Estimated	2008-09 Projected
Percentage of County departments that receive training sessions. (64 departments)	0%	16%	50%	80%
Percentage of buyers that have earned the C.P.M. accreditation. (current staff is 9 buyers)	22%	20%	22%	33%
Percentage of County departments that are using the travel website. (64 departments)	N/A	N/A	N/A	40%
Percentage of County departments that are purchasing surplus property. (64 departments)	N/A	N/A	N/A	25%
Percentage of public auctions that result in sale on Public Surplus website. (Baseline 400)	N/A	N/A	N/A	25%

The Purchasing Department did meet its second year goal in 2007-08 of a Buyer earning the C.P.M. accreditation. In 2008-09, the department will make a strong effort to enlist affected Buyers in the certification process to ensure that the department meets or exceeds the established C.P.M. certification performance measure.

ADDITIONAL GENERAL FUND FINANCING REQUESTS						
Rank	Brief Description of Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost	Proposed 2008-09 Performance Measurement
1.	Additional staffing for CAL-Card, Travel Website, and Printing Services - Policy Item The countywide expansion of the CAL-Card Program and initiation of the County Travel website necessitates an additional clerical support position.	1.0	40,962	10,241	30,721	
	Percentage of departments utilizing both the CAL-Card and the county travel website.					50%
Total		1.0	40,962	10,241	30,721	